****

## **Pacific Safe Schools Course Administrator**

## **Fixed Term – December 2021 – June 2022 (20-30 days over this period) Part-time – approximately 8 hours per week**

Save the Children New Zealand (SCNZ) is seeking an experienced Administrator to join our dedicated team at Save the Children NZ. Location is negotiable and working from home is an option here, or, if you are Wellington based, you would be welcome to join us in our office, located in the central city.

**About the Role**

This is a fantastic opportunity to work for a highly regarded non-government organisation that makes a lasting difference for children. You will report to one of our International Programmes Managers and will be responsible for being an Administration all-rounder, supporting trainers and students enrolled on our online Pacific Safe Schools Course. Responsibilities will include:

* Coordinating participation of internal and external participants and full engaging with the Pacific Safe Schools Team
* Preparing the course for launch by ensuring all course material is ready and available on the Learning Management system.
* Launching the course by orienting participants and mentors to the course policies and platforms and ensuring participants receive all calendar invites and necessary pre-work.
* Supporting course delivery by supporting instructors, mentors and participants with course platforms and queries, following up with participants who need additional support, and tracking all participation.
* Closing the course by finalizing grades and issuing certifications and organising the After-Action Review with relevant stakeholders.

**About You**

You will be an experienced administrator who has previous experience in effectively coordinating events/training. You will be IT savvy and will have experience in using Sharepoint and TEAMS, in additional you will use Save the Children International’s online training portal and intranet. Experience in using the Kaya platform would be beneficial, however full training will be provided. You will have excellent time management skills, have an eye for detail and pride yourself in being accurate and efficient.

Strong relationship skills are essential as is the ability to be an effective and confident communicator who can work across and between different cultures.

You can work effectively with limited supervision and you will want to work where you are valued and respected and get recognised for doing a great job – and having integrity and being trustworthy goes without saying.

If this sounds like you, we think you’ll love being part of our team.

**About Save the Children**

We know that great people make a great organisation, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a collaborative and inclusive workplace where ambition, creativity, and integrity are highly valued.

SCNZ is a child safe organisation. We will do all that we can to ensure that children and young people’s experience of our organisation is one that is free from any form of exploitation or abuse and that they feel respected and safe. Anyone representing our organisation is always expected to adhere (both in their private and professional lives) to the highest standards of behaviour towards children, young people and their families.

**Our Recruitment Process**

All applications will be acknowledged. We are keen to appoint this role ASAP, so will contact those candidates who meet our criteria to organise an interview. If you are interviewed, you can expect to be asked a series of experience verification, behavioural and competency questions.

**How to Apply**

Applications should include a covering letter and resume and should be submitted by close of business on **Friday 10 December 2021** to [leanne.brooks@scnz.org.nz](mailto:leanne.brooks@scnz.org.nz). A copy of the position description is available on request.